

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
P. O. Box 745
Institute, West Virginia 25112

Minutes

September 18, 2002
F. Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

ATTENDANCE: Lee Dixon, Ken Kennedy, Karen Byrd, Linda Maniak, Everette Sullivan. **WVARF:** Steve King, Craig Greening, Chris Miller. Guest: Phil Turner, Preston County Sheltered Workshop.

Absent: Dennis Miller and Donna Prunty

APPROVAL OF MINUTES: Linda Maniak moved to accept the August Minutes as submitted. Motion seconded by Everette Sullivan. Motion carried.

FINANCIAL REPORT: Ken Kennedy reported that the new Committee budget for FY-2003 is \$4,381.00. He indicated that although he had requested an increase for the new budget year, this was actually a decrease from last year's budget.

REPORT OF CHAIRMAN: No report.

REPORT OF EXECUTIVE SECRETARY: No report.

REPORT OF WVARF EXECUTIVE DIRECTOR:

Steve King offered an invitation to the Committee to attend the awards dinner on October 17, at the Embassy Suites.

Steve indicated that WVARF was still involved with the bankruptcy issue. Some matters are still to be resolved.

WVARF is looking at updating the bylaws. They have met with an attorney and are awaiting recommendations.

CONTRACTS:

Contract Complaint – Craig Greening indicated that there have been no contract complaints in the last month.

Chairman: Lee Dixon
Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller, Everette Sullivan
Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia Association of Rehabilitation Facilities

Contract Presentations – Craig Greening distributed handouts on the following new/renewal contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. GES -- Charleston
3. EBT Temp Aides -- Statewide

Craig Greening provided handouts of one renewal contract, IS&C Courier – Charleston, and gave an update.

Ken Kennedy moved to accept the new and renewal contracts as submitted. Linda Maniak seconded the motion. Motion carried.

OLD BUSINESS:

1. Gross Revenues/Aged Receivables:

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$9,214,002. Aged Receivables 61 days and over are 4.92% or \$63,339. He indicated that there has been some growth as of August 31.

Chris indicated that the following have outstanding monies at this time: Department of Highways - \$24,000; Division of Rehabilitation Services - \$11,000; Environmental Protection - \$8,000; and Green Acres - \$2,000.

2. Green Acres Update:

Steve reported that there has been no payment from Green Acres at this time for the program fees; however, they have received monthly reports from them for July and August. WVARF will issue another statement to Green Acres for payment of fees. He indicated the outstanding program fees due for the first and second months of FY-2003 is \$600.00, and previous years still outstanding is \$4,200.00.

Suggestion was made that a letter from the Committee be issued to Green Acres requesting payment of fees within thirty days, or they would be subject to being dropped from the state program. The Board for Green Acres will be copied with this

letter. **Karen Byrd made a motion that the letter be issued; Linda Maniak seconded the motion; motion carried.**

3. Legislative Rule Status: On hold – waiting to be placed on agenda with the appropriate committee.

4. Goodwill Industries of Kanawha Valley Update:

Steve explained the recent developments that had occurred with a meeting that Craig and he had with representatives of Goodwill of Kanawha Valley to address issues raised in previous letters. Following a recap of the meeting and the position started by Goodwill in relation to signing the Agreement.

Everette Sullivan made a motion that the State Use Chairperson send a letter to Mr. Acord, with a copy to the President of Goodwill's Board stating the outcome of the State Attorney General's Office consultation, and should Mr. Acord choose not to sign the full WVARF/CRP Agreement that he attend the State Use Committee meeting on October 9, 2002, to present reasons for not signing the agreement; Linda Maniak seconded the motion; motion carried unanimously with one abstention.

5. Applications Update:

Craig indicated there was nothing new. He has sent a reminder letter to those CRPs who have not submitted an application.

NEW BUSINESS:

1. Annual Report Information:

Craig distributed handouts on State Use Data for FY-2002, and commented on the handout. This information will appear in the Annual Report.

2. Ratio Report:

WVARF will submit a letter to all CRPs who did not employ 75% disabled workers for FY-2002 asking for a plan of correction which will be reviewed at the November State Use Committee meeting.

3. Costing Review: Based on recent questions from CRPs, it is a recommendation of the CNA to the Committee that the Committee carefully review the costing document. Craig presented an outline to the Committee outlining this process (see attached). Recommendations accepted.

OTHER BUSINESS:

There being no other business, **Everette Sullivan made a motion to adjourn. Ken Kennedy seconded. Motion carried.**

The next meeting is scheduled for October 9, 2002, 10:00 a.m. at the Rehabilitation Center, Institute.